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(3)

OTR SCHEDULE OF COURSES

JANUARY - JUNE 1965

This six month schedule is printed for insertion in the OTR CATALOG OF COURSES, March 1964.

Training Officers will be notified of any changes in the schedule.

Extra copies are available through the Admissions and Information Branch, Registrar Staff, OTR, extension

JOB NO. 78-06370A
BOX NO. 2
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TOTAL DOCS HEREIN 1

25X1



25X1

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GROUP 1
Excluded from automatic
downgrading and
declassification

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COURSES	DATES	PLACES	
Administrative Procedures (ft)	4-15 Jan 15-26 Mar 17-28 May	601 Broyhill 601 Broyhill 601 Broyhill	25X1
<div style="border: 1px solid black; height: 30px; width: 100%;"></div>			
Americans Abroad Orientation (ft)	To be announced in an OTR Special Bulletin		
<div style="border: 1px solid black; height: 30px; width: 100%;"></div>	19 Apr - 7 May	1A-07 Langley	25X1
Basic Country Survey: USSR (pt)	See USSR: BCS		
Budget and Finance Procedures (ft)	15 Feb - 5 Mar 26 Apr - 14 May 28 Jun - 14 Jul	601 Broyhill 601 Broyhill 601 Broyhill	
<div style="border: 1px solid black; height: 30px; width: 100%;"></div>	22 Feb - 12 Mar 19 Apr - 7 May	1A-13 Langley 1A-13 Langley	25X1
China Familiarization (ft)	1-5 Feb 24-28 May	2C-06 Arl Towers 2C-06 Arl Towers	
CIA Introduction (for EODs)(pt)	Every Monday morning	GA-13 Langley	
CIA Review (pt)	12 Jan, 9 Feb, 9 Mar, 13 Apr, 11 May, 8 Jun	1E-78 Langley	
<div style="border: 1px solid black; height: 30px; width: 100%;"></div>	10-28 May	1A-07 Langley (first two weeks)(third week - away)	25X1
<div style="border: 1px solid black; height: 30px; width: 100%;"></div>	18-22 Jan 19-23 Apr 18-22 Jan - 25 Feb(Thurs) 22-26 Mar - 3 Jun(Thurs) 11-15 Jan 29 Mar - 2 Apr 21-25 Jun	1A-07 Langley 501 Broyhill 1A-13 Langley 1A-07 Langley 1A-07 Langley 1A-07 Langley 1A-13 Langley 1A-13 Langley 1A-13 Langley	25X1

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COURSES	DATES	PLACES	
	5-14 Apr	1A-07 Langley	25X1
Clerical Induction (for EODs)(ft and pt)	Every week	1016 16th St.	
Clerical Orientation (for EODs)(ft)	Every week	1016 16th St.	
Clerical Refresher (pt)			
Pretests:			
Typg. - 6 Jan -- Shhd. - 7 Jan	11 Jan - 5 Feb	2103 Arl. Towers	
Typg. - 10 Feb -- Shhd. - 11 Feb	15 Feb - 12 Mar	2103 Arl. Towers	
Typg. - 17 Mar -- Shhd. - 18 Mar	22 Mar - 16 Apr	2103 Arl. Towers	
Typg. - 21 Apr -- Shhd. - 22 Apr	26 Apr - 21 May	2103 Arl. Towers	
Typg. - 26 May -- Shhd. - 27 May	1-25 Jun	2103 Arl. Towers	
Communism: Introduction	15-26 Mar	803 Broyhill	
(For all Agency employees)(ft)	12-23 Apr	803 Broyhill	
	1-11 Jun*	701 Broyhill	
	25 Jan - 19 Feb	701 Broyhill	25X1
	15 Feb - 12 Mar	701 Broyhill (501 Bryhl for 15-19 Feb only)	
	26 Apr - 21 May	501 Broyhill	
	29 Mar - 16 Apr	701 Broyhill	
Conference Techniques (pt)	Not scheduled		
Counterintelligence Familiarization (ft)	4-15 Jan	703 Broyhill	
	1-12 Mar	503 Broyhill	
	19-30 Apr	703 Broyhill	
	7-19 Jun	703 Broyhill	
	25 Jan - 12 Feb	703 Broyhill	25X1
	29 Mar - 16 Apr	703 Broyhill	
	25 Jan - 12 Feb	1A-07 Langley	
	10-28 May	1A-13 Langley	
	1-12 Mar	1A-07 Langley	

*Enrollment limited to 35.

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COURSES

DATES

PLACES

25X1

Dependents Briefing (pt)

29 Mar - 2 Apr

1A-07 Langley

5-6 Jan, 2-3 Feb,
2-3 Mar, 6-7 Apr,
4-5 May, 1-2 Jun

Langley

Effective Speaking (pt)

25 Jan - 8 Mar
15 Mar - 21 Apr

To be announced

25X1

Geography of the USSR (pt)

See USSR: Geography

Information Reporting, Reports and
Requirements (ft)11-29 Jan
1-19 Mar
19 Apr - 7 May
7-26 Jun603 Broyhill
603 Broyhill
603 Broyhill
603 BroyhillInformation Reports Familiarization
(pt or ft)(If one week, course is full-time;
if two weeks, then it is part-time)8-19 Feb
29 Mar - 9 Apr
17-28 May603 Broyhill
603 Broyhill
603 Broyhill

Instructor Training (ft)

On request

As required

Instructor Workshop (ft)

25X1

25 Jan - 19 Mar
26 Apr - 18 Jun403 Broyhill
503 Broyhill

Intelligence Research(Map and Photo)(pt)

Not scheduled

Intelligence Research Techniques (pt)

26 Apr - 21 May

401 Broyhill

Intelligence Review (ft)

26 Apr - 7 May

803 Broyhill

25X1

25 Jan - 12 Feb
23 Feb - 12 Mar
29 Mar - 16 Apr501 Broyhill
501 Broyhill
501 Broyhill

Intelligence: Introduction (ft)

25 Jan - 5 Feb
1-12 Mar
17-28 May
14-25 Jun803 Broyhill
803 Broyhill
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803 Broyhill~~SECRET~~~~CIA INTERNAL USE ONLY~~~~CONFIDENTIAL~~

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COURSES	DATES	PLACES	
<div></div>			
Introduction to Communism (ft)	See Communism		25X1
Introduction to Intelligence (ft)	See Intelligence		25X1
Language	See page 6	Arl. Towers	
Management (GS 11-14)(ft)	10-15 Jan 28 Feb - 5 Mar 11-16 Apr 6-11 Jun	<div></div>	25X1
<div></div>			
Midcareer Executive Development (ft)	10 Jan(Sun)-19 Feb 2 May(Sun)-11 Jun	<div></div> Brookings, and 803 Broyhill	25X1
<div></div>		<div></div>	25X1
<div></div>		<div></div>	25X1
		701 Broyhill 1A-13 Langley 703 Broyhill	
		601 Broyhill 601 Broyhill 601 Broyhill	
Orientation for Training Assistants (ft)	24 Feb 12 May	603 Broyhill 703 Broyhill	25X1
Orientation for Training Officers (ft)	16-17 Feb 4-5 May	703 Broyhill 703 Broyhill	
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COURSES	DATES	PLACES	
Project USEFUL (ft)	16-17 Feb 25-26 May	1A-07 Langley 1A-07 Langley	25X1
Senior Management Seminar (ft)	16(Sun)-21 May	<div style="border: 1px solid black; width: 150px; height: 20px;"></div>	
Supervision (For GS 5-10)(ft)	1-5 Feb* 22-26 Mar 26-30 Apr 21-25 Jun	603 Broyhill 701 Broyhill 701 Broyhill 701 Broyhill	
Typing (Basic) for Professionals (pt)	On request		
USEFUL (ft)	See Project USEFUL		
USSR-Basic Country Survey (pt)	29 Mar - 9 Apr	403 Broyhill	
USSR-Geography (pt)	Not scheduled	----	
Writing Workshop (Basic) (pt Tues and Thurs)	20 Apr - 13 May 25 May - 17 Jun	403 Broyhill 403 Broyhill	
Writing Workshop (Inter) (pt Mon and Wed)	19 Apr - 12 May	403 Broyhill	
Writing Workshop (Advanced)(pt)	On request	----	
Writing Workshop (Correspondence)(pt)	Begin anytime	----	

*Enrollment limited to 18.

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LANGUAGE COURSES
at Arlington Towers

Arabic : (Lebanese-Palestinian dialect)

Basic (ft - 1600 hrs) - RSW - 40 wks

15 Feb - 3 Dec 65

Chinese :

Basic (pt - 132 hrs) - RW - 3 phases - 22 wks each -
Phase I

8 Mar - 6 Aug 65

Inter. (pt - 132 hrs) - RW - 3 phases - 22 wks each -
Phase I, II, III

8 Mar - 6 Aug 65

Adv. (pt - 132 hrs) - RW - 3 phases - 22 wks each -
Phase I, II, III

8 Mar - 6 Aug 65

German :

Basic (ft - 800 hrs) - RSW - 20 wks.

23 Feb - 9 Jul 65

Inter. (pt - 120 hrs) - RSW - 3 phases - 20 wks -
Phase I

1 Mar - 16 Jul 65

Luganda :

Basic (pt - 216 hrs) - R - 9 mos

7 Jun - 4 Feb 66

Persian :

Basic (ft - 960 hrs) - RSW - 24 hrs

5 Apr - 17 Sep 65

Russian : Full time courses offered upon request.

Familiarization (pt - 24 hrs) - 12 wks

25 Jan - 7 May 65

17 May - 27 Aug 65

Basic (pt - 120 hrs) - RSW - 3 phases - 20 wks each -
Phase I, II, III

15 Mar - 30 Jul 65

Inter. (pt - 120 hrs) - RSW - 20 wks

15 Mar - 30 Jul 65

Adv. (pt - 120 hrs) - RSW - 20 wks

15 Mar - 30 Jul 65

Basic (pt - 200 hrs) - R - 40 wks

1 Mar - 23 Dec 65

Inter. (pt - 200 hrs) - R - 40 wks

1 Mar - 23 Dec 65

Basic (pt - 120 hrs) - R - 20 wks

15 Mar - 30 Jul 65

Inter. (pt - 120 hrs) - R - 20 wks

15 Mar - 30 Jul 65

Inter. (Sci & Tech)(pt - 100 hrs) - R - 20 wks

1 Mar - 16 Jul 65

Inter. (Eco & Pol)(pt - 100 hrs) - R - 20 wks

1 Mar - 16 Jul 65

Inter. Refresher (pt - 60 hrs) - RSW - 20 wks

15 Mar - 30 Jul 65

French, Spanish, Italian, Portuguese: (Classes begin the first Monday of each month)

Basic (ft - 800 hrs) - RSW - 20 wks

Inter. (ft - 400 hrs) - RSW - 20 wks

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Basic (pt - 100 hrs) - RSW - 3 phases - 10 wks each
Inter. (pt - 60 hrs) - RSW - 3 phases - 10 wks each

There is no schedule for the following courses. Instruction can be arranged, however, on request: Albanian, Bulgarian, Czech, Greek, Indonesian, Hungarian, Japanese, Lingala, Polish, Romanian, Serbo-Croatian, Swahili, Turkish, and Vietnamese. Call to schedule instruction.

25X1

VOLUNTARY LANGUAGE TRAINING PROGRAM

Spring - Summer Semester (before and after hours)

22 Mar - 6 Aug 65

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